



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



MARVIN J. SOUTHARD, D.S.W.
Director
ROBIN KAY, Ph.D.
Chief Deputy Director
RODERICK SHANER, M.D.
Medical Director

January 22, 2014

TO: Each Supervisor

FROM: Marvin J. Southard, D.S.W.
Director

SUBJECT: **NOTIFICATION OF INTENT TO EXPEND FUNDS FOR THE
THIRTEENTH ANNUAL MENTAL HEALTH AND SPIRITUALITY
CONFERENCE**

This memorandum is to notify your Board of the Department of Mental Health's (DMH) intent to exercise the delegated authority granted by your Board to the Director of Mental Health (Director), or his designee, to execute an agreement with the Center at Cathedral Plaza-Levy Restaurants for facility rental fees and catering services for the Thirteenth Annual Mental Health and Spirituality Conference. The Thirteenth Annual Conference on Mental Health and Spirituality: "The Year of Transformation," will be held on May 29, 2014, at an estimated cost of \$58,400.

On March 6, 2012, your Board adopted a Board letter which delegates authority to the Director, under Recommendation No. 3, to sign substantially similar agreements with similar conference sites for facility rental fees and catering services for three subsequent annual Mental Health and Spirituality Conferences through Fiscal Year 2014-15, not to exceed a total amount of \$65,000 per annual event, subject to review and approval by County Counsel and notice to your Board and Chief Executive Office.

DMH has already obtained County Counsel's approval of the facility rental agreement with the Center at Cathedral Plaza-Levy Restaurants.

If you have any questions or concerns, please contact me, or your staff may contact Richard Kushi, Chief, Contracts Development and Administration Division, at (213) 738-4684.

MJS:MM:RK:gt

c: Executive Officer, Board of Supervisors
Chief Executive Officer
County Counsel
Robin Kay, Ph.D.
Margo Morales
Kimberly Nall
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Richard Kushi